

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS--PATTON

JOB CLASSIFICATION: MAINTENANCE MECHANIC

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Inspects, maintains, and repairs plumbing, heating, cooling, water, and sewer systems; does electrical maintenance and repair work; performs miscellaneous minor building construction and repair work; performs miscellaneous interior and exterior painting; refinishes furniture; estimates and requisitions materials and supplies; keeps tools and equipment in good condition; keeps records and prepares reports. Occasionally operates automotive equipment and hauls material (Valid California Driver's License and Defensive Driver Permit is required contingent on the class of vehicle to be driven, in accordance with Administrative Directive 7.07).

2. SUPERVISION RECEIVED

The Maintenance Mechanic is under the supervision of the Chief Engineer II and receives leadership under the direction of Chief Engineer I and Chief Engineer I Retired Annuitant.

3. SUPERVISION EXERCISED

No line supervision exercised.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE:

Methods, materials, and equipment used in the operation and repair of plumbing, heating, cooling, electrical, water, and sewer systems; materials, methods, and tools used in the repair of mechanical equipment and in miscellaneous building maintenance and repair work and skill in the performance of such work; Safety Orders of the Division of Industrial Safety dealing with heating, cooling, electrical, plumbing, and other mechanical systems.

ABILITY TO:

Read, interpret, and work from plans, drawings, and specifications; estimate materials needed; keep records; follow oral and written directions; get along well with others; read and write at a level appropriate to the classification. Ability to bend; reach; ascent stairs, slopes and inclines; work at heights applicable to trade demands; and labor in the outdoors in all weather conditions.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard-free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

- Assists in the operation & repairing of air conditioning and refrigeration systems
- Supports a safe, hazard-free workplace, practices personal safety
- Vigilance in the identification of safety or security hazards
- Competency related to maintain water, steam, plumbing and sewage systems.
- Ability to bend; reach; ascent stairs, slopes and inclines; work at heights applicable to trade demands; and labor in the outdoors in all weather conditions.

TECHNICAL PROFICIENCIES

- Demonstrates knowledge of correct method used in reading blueprints
- Knowledge of trouble shooting pneumatic, electrical, mechanical, electronic and refrigeration equipment
- Performing water treatment, settings of chemical feed pumps
- Ordering chemicals, pump repair, reading instruments
- Awareness of Injury, Illness, Prevention Program
- Safety Data Sheets, performs risk analysis before doing work
- Demonstrates knowledge of the use of tools used in heating, cooling, steam piping repair and associated kitchen equipment
- Be familiar with working safely around live electrical equipment while performing electrical tests

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

7. TRAINING

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS (FLSA)

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- **Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public;**
- Comply with Hospital policies and procedures.

Maintenance Mechanic Duty Statement Cont'd

Employee may be asked to respond to a call back for health and safety issues, after any shift and schedule, in a variety of settings throughout the Hospital in accordance with Facility Operations Call Back Procedures for BU 12 & 13 Employee and as determined by the operational needs of the Hospital.

All employees are required to have an annual health review pursuant to Administrative Directive (AD) 4.14 and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature

Print Name

Date


Supervisor's Signature

Andrew Axelrod
Print Name

3/17/22
Date


Reviewing Officer Signature

Ed Scusa
Print Name

3-17-22
Date